



**MINUTES OF THE SPECIAL MEETING  
OF THE  
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA  
TUESDAY, NOVEMBER 28, 2006**

1. The meeting was called to order at 5:02 p.m.
2. **ROLL CALL:** Members Michael Robles-Wong, Avonnet Peeler, Michael Rich, Roberto Rocha and Executive Secretary Karen Willis.

**STAFF PRESENT:** Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

**OTHERS IN ATTENDANCE:** No one from the Public.

3. **MINUTES:** The minutes of the Regular Meeting of October 4, 2006 were presented for Board approval. Member Peeler moved to accept, Board President Robles-Wong seconded, and carried by a 4-0 vote.
4. **REGULAR AGENDA ITEMS**

4-A Review of Classification Process.

Discussion: Staff presented to the Board a report regarding Alameda Police Officers Association- Non-sworn (PANS) December 28, 2003 – December 24, 2006 MOU Implementation, Classification/ Step Reassignment of incumbent employees. The report was comprised of a list of incumbent PANS members involved in the December 26, 2004 classification reassignment and was provided to the Board as notice of the action for presentation to and affirmation of the Board. Board President Robles-Wong explained that he was surprised by how many employees were affected by the reclassification issue from last meeting. He stated that he would like job title assignments to be confirmed so that there will not be a question years from now that each person who was reclassified has permanent status. Executive Secretary Willis explained that there were no changes in qualifications or salary ranges, and there were no promotions given. Board President Robles-Wong stated that what needed to be clarified was that the position was filled without an exam process, and that it is legitimate because employees were “reassigned”. Executive Secretary Willis stated that there is no definition for reassignment under the Civil Service Rules. The individuals were broken out separately into new classes with the same qualifications. Member Rich asked if an employee can move to another specialty when they are reclassified under the new, broader class. Jill Kovacs explained that the certification is assigned to one specialty or the other and is not transferable. Board President Robles-Wong indicated that there are two ways to be placed in a new job class, you can either take an exam and be placed into it by promotion or demotion, or you have to be placed into it by the Civil Service Board.

Executive Secretary Willis presented the Board with a flow chart of the reclassification process. She explained that a reclassification is only brought to the Civil Service Board when a person has been doing the job duties for one year and is given a promotion without an exam. Member Rich asked if seniority is affected by reclassification. Executive Secretary Willis explained that seniority is based upon total time with

the City and not time in class. Board President Robles-Wong commented that all reassignments should be brought to the Civil Service Board in the Activity Report along with New Hires, Promotions, etc. Member Rich commented that what happened to the employees who were reassigned is not well defined and asked if there was any correspondence to the Unions and Employees. Jill Kovacs shared that a letter was sent out. Member Rich shared that he would prefer to see the word "transfer", clearly defined in the Civil Service Rules, used in place of the word "reassignment". Board President Robles-Wong stated that he would like clarification placed in the personnel files of each employee who was affected by the reclassification that explains the word "reassign" should mean "transfer". Member Rocha made a motion to accept that "reassign" should mean "transfer" under the Civil Service Rules. Member Rich seconded, and carried by a 4-0 vote.

#### 4-B Ordinance Review

Discussion: Staff presented CSB Ordinance review notes presented as margin notes on the current Ordinance. Executive Secretary Willis explained that the language changes shown are suggestions from Human Resources. Member Rich stated that some of the Department Head Titles do not exist anymore and that he would prefer to not see them all listed separately, but rather as "all department heads that report to the City Manager".

#### 4-C Rule Change- Article VII, Appointment, Section 1. Certification of Eligibles and Section 2. Method of Appointment.

Executive Secretary Willis explained that Firefighter/Paramedic was mistakenly left off of the classifications requiring professional certification or advanced degree. The Board was presented with the new rule, including Firefighter/ Paramedic.

#### 6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

None

#### 7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

None

#### 8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis informed the Board that the City is still seeking applications for the CSB vacancy. She asked Board members to please have anyone they know who they would like to have considered, please submit application to the City Clerks Office.

#### 9. There being no further business to come before the Board, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Karen Willis  
Human Resources Director &  
Executive Secretary to the Civil Service Board

Attachment: November 14, 2006 Memo from Jill Kovacs to Karen Willis, reviewed and forwarded to the Civil Service Board. Alameda Police Officers Association – Non-sworn December 28, 2003 – December 24, 2006 MOU Implementation Classification/ Step Reassignment of Incumbent Employees.